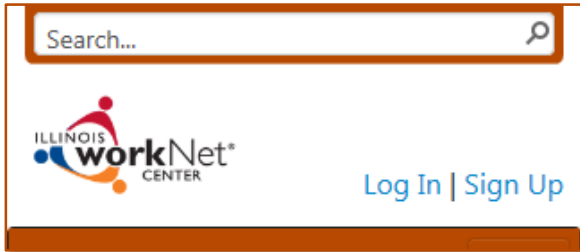


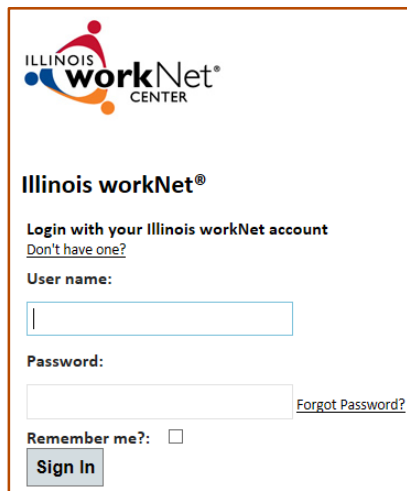
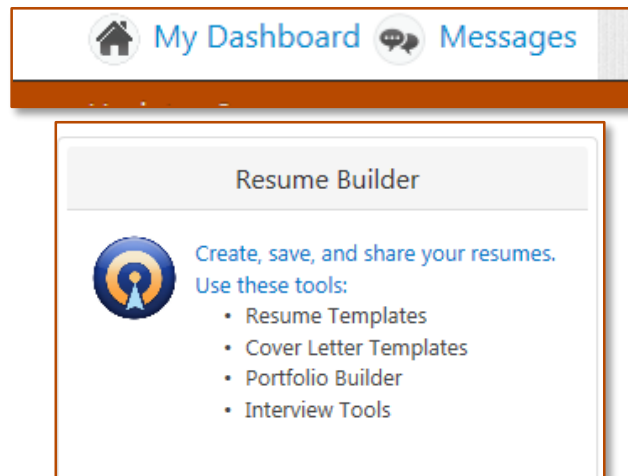
This quick start guide will walk you through the steps to get started with the Illinois workNet Resume Builder.

Visit the [Prepare Your Resume](#) page on Illinois workNet to learn what a resume is and how to use it.

1. Go to www.illinoisworknet.com and click "Log In" in the header.

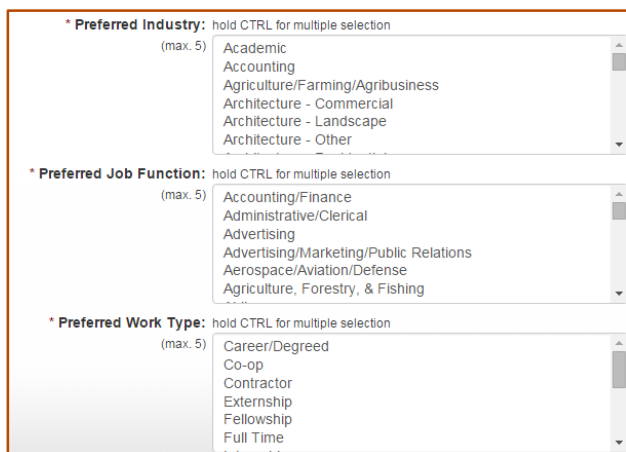


2. Log in with your username and password. Select "My Dashboard" from the header and then select the Resume Builder link.

3. The first time you use the Resume Builder, complete your profile; make sure your full name and complete contact information is correct so employers may email or call you.
4. Identify your career preferences, accept the Terms & Conditions, save and continue.

This information will help you fill in the rest of your resume, so take your time and select your best choices.



5. Accept the Terms & Conditions once your profile and career preferences are complete.

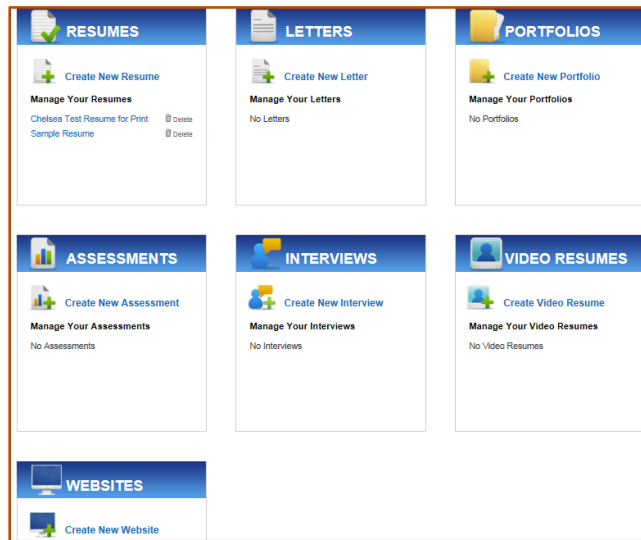
Terms & Conditions

I am eighteen years of age or older, and have read and agree with all [Terms & Conditions](#).

I am at least thirteen years of age, but not yet 18 years of age, and have consent from a parent or guardian to use the OptimalResume Services. Both I and my parent or guardian have read and agree with all [Terms & Conditions](#).

6. Now you can select to:
 - a. Create or Manage Your Resumes.
 - b. Create or Manage Your Cover Letters.
 - c. Create or Manage Your Portfolios.
 - d. Create or Manage Your Assessments.
 - e. Create or Manage Your Interviews.
 - f. Create or Manage Your Video Resumes.
 - g. Create or Manage Your Resume Websites.

Make sure to browse Sample Resumes as well!



Go to the Qualify for Jobs and select [Marketing Your Skills](#) for more information to help your create your resume.

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